

Grant File Documentation & Recordkeeping Tool

Overview

**If applicable*

P = For non-disaster grants

DR = For disaster grants

This Grant File Documentation & Recordkeeping tool is a guide for tracking and recording documents, forms, reports, and other documentation that are required for record retention, based on [2 CFR §200.334 Retention requirements for records](#).

All documents must be retained for a **minimum of 3 years** from the date of submission of the final [federal financial report \(SF-425\)](#).

*All of the following documents/forms **may not apply to every grant program (items may vary)**, but every item that does pertain to a program must be retained for a minimum of 3 years from the date of submission of the final federal financial report (SF-425) per ([2 CFR §200.334 Retention requirements for records](#)). There are several exceptions to this rule (ex: records for real property and equipment). Please be sure to consult with your Grants Management Specialist or Program Analyst to learn more about what your program requirements are.*

[How to Use this Tool](#)

- We suggest using pages 5 – 42 of this document as cover sheets to organize each subsection or folder of your overall grant file. If you will be maintaining a physical, “hard copy” of your grant file, we suggest printing pages 5 – 42 of this document as cover sheets for each subsection or folder.

[For more Information:](#)

- [Grants Management Technical Assistance \(GMTA\) Program Resource Center](#)
- [Preparedness Grants Manual](#)
- [Public Assistance Program and Policy Guide](#)
- [DHS Standard Terms and Conditions](#)
- [New Recipients of Disaster Grants Guide](#)
- [Assistance to Firefighters Grants](#)



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Application Documentation

May include:

- Solicitation Letter
- Application for Federal Assistance (SF-424)



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Budget Worksheet/Budget Narrative



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Budget Information – Construction Programs (SF-424 C)



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Budget Information – Non-Construction Programs (SF-424 A)



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Budget/Cost Review



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Assurances



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State Administrative Plans



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Notice of Award (NOA) and Terms & Conditions



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Memos



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FEMA-State/FEMA-Tribe Agreement or Initial Award Document (FF-76 10) with Agreement Articles



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FEMA-State/FEMA-Tribe Agreement or Initial Award Document (FF-76 10) with Agreement Articles



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Source Documentation

Performance Progress Report (PPR / SF-PPR)



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Bi-Annual Strategy Implementation Report (BSIR)



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Procurement Documentation



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Monitoring



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Amendments/Revisions



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Real Property Status Report (SF 429)



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Tangible Personal Property Report (SF 428)



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Tangible Personal Property Report (SF 428)



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Equipment Inventory (SF 429)



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Request for Advance or Reimbursement (SF-270)



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Additional Reports



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Final Closeout Reports

May include:

- Final Performance Progress Report (PPR)
- Final Federal Financial Report (SF-425)
- Final Tangible Personal Property Report (SF-428)
- Final Biannual Strategy Implementation Report (BSIR)*



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Subrecipient Closeout



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Qualitative Narrative



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Disposition of Real Property/Equipment Supplies



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Report of Inventions, Patents, and Copyrights



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Closeout Summary Report



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Corrective Action Plan



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